

This form is a formal request for exception to published policy, including policy for registration, drop, or withdrawal, change of grading basis after deadline dates have passed.

You may submit a petition due to serious and compelling circumstances. All circumstances must be fully documented. Late registration requests require full payment (including \$25 late fee) attached.

- 1.** Fill out the petition completely. It is your responsibility to provide evidence of serious and compelling reasons. You must attach a statement describing your request and include documentation on the appropriate letterhead. Confidential documentation may be submitted in a sealed envelope and addressed to SDSU Global Campus Petition Committee for review.
- 2.** Verification that you have notified your course instructor of your request and obtained your grade-to-date in the course (e.g. a screenshot or PDF of your email conversation). Undergraduate students withdrawing from all courses are not required to submit verification of instructor approval, however the third party documentation indicated above is required of all students.
- 3.** Submit the completed form along with documentation through one of the following options:
 - a)** By U.S mail to the following address: SDSU Global Campus Registration Office; Gateway 1539; 5250 Campanile Drive, San Diego, CA 92182-1919.
 - b)** By secure email: Contact the SDSU Global Campus Registration Office for instructions at **enrollment.global@sdsu.edu**. Do not use standard email.
 - c)** In person at the address listed above or by secure fax to (619) 594-0147.
- 4.** Once submitted, the petition process may take approximately 7-10 business days before a decision is made. The SDSU Global Campus Registration Office will email decisions to your official SDSU email address.
- 5.** If the petition is approved:
 - a)** The appropriate action will be completed (enrolled, dropped, withdrawn, change of grading basis). Drop or withdrawal decisions will be based on timing of request and circumstance/documentation.
 - b)** Any refunds, if approved, will take approximately four weeks. All refunds are subject to a \$21.00 administrative fee.
 - c)** For instructions on payment, please visit: **<https://bursar.sdsu.edu/tuition/how-to-pay>**.

Some acceptable reasons for petitioning include, but are not limited to:

- Serious medical issue of student or immediate family. Examples of acceptable documentation include documentation from a licensed health care provider.
- Death in the family. Examples of acceptable documentation may include a death certificate, published obituary, or other documents.
- Compulsory military service. Examples of acceptable include documentation of unexpected military deployment.
- Unexpected employment conflicts. Examples of acceptable documentation from employer required.

 Last First Middle Date

 Street (please use a local mailing address) SDSU RedID Number

 City State Zip Telephone

 @sdsu.edu

Email Address You will be contacted by email about this petition.

Action Request: (select all that are relevant)

- Late Registration (tuition + \$25 late fee)
 - Late Drop/Withdrawal (Drop = class is removed/
Withdrawal = W on transcript)
 - Refund Only (course(s) already dropped)
 - Change of Grading Basis (Cr/NCR, Letter, Audit)
 - Drop/Add – Even Exchange of Courses
 - Other: _____
- Note:** Graduate Degree Seeking students must use the student Retroactive Withdrawal or Late Schedule Adjustment Onbase forms. If approved, students may submit a refund if applicable.

Relevant Course Information:

Semester/Year: _____ Sch #: _____ Dept/Course # _____

Grade to date _____

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Grade to date _____

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Grade to date _____

Semester/Year: _____ Sch #: _____ Dept/Course # _____

Grade to date _____

*Final approval of this petition requires review by SDSU Global Campus Petition Committee to ensure adherence to university policy.

Checklist Before Submission:

- Statement describing the reason for the request attached with petition (required)
- Supporting documentation attached (ex. medical documents, obituaries, letters, etc). (required)
- Audit or Credit/No Credit Form (required for change of grading basis) (if applicable)

By signing this form, I certify that all of the information is correct and any necessary attachments are included. If applicable: I have contacted the Office of Financial Aid to address any financial aid questions (applicable to students utilizing financial aid). I have contacted my academic adviser for academic questions (undergraduate students) or my program's adviser (graduate students).

Student's Signature: _____ Date: _____

Office use only:

Action: Approved Denied Resubmit

Comments _____
